

**4-H YOUTH DEVELOPMENT AGENT (100%)  
ST. CROIX COUNTY**

**Position Description and Position Vacancy Announcement  
Application Due Date: November 11<sup>th</sup>, 2014**

**COOPERATIVE EXTENSION VISION:** To be a thriving, well-known and sought-out educational resource that reflects the rich diversity of the state.

**COOPERATIVE EXTENSION PURPOSE:** We teach, learn, lead and serve, connecting people with the University of Wisconsin, and engaging with them in transforming lives and communities.

**WORKING TITLE:** St. Croix County 4-H Youth Development Agent (100%)

**OFFICIAL TITLE:** Faculty (rank to be determined)

**GEOGRAPHIC AREAS SERVED:** Primarily St. Croix County and occasionally extending beyond county boundaries for specific commitments and team programming.

**OFFICE LOCATION:** UW Extension St. Croix County, 1960 8th Ave., Suite 140; Baldwin WI 54002

**TYPE OF APPOINTMENT:**

This is a probationary tenure-track faculty appointment within the University of Wisconsin-Extension's Department of Youth Development. This probationary appointment may be renewed annually for six years, depending on performance during the probationary period. A tenured appointment must be obtained by the tenure date at the end of the sixth year of full-time employment to retain the position, in accordance with UW-Extension faculty policies and procedures.

**POSITION PURPOSE:**

As a faculty member of the University of Wisconsin-Extension, Cooperative Extension, employed with St. Croix County, the 4-H Youth Development Agent is an educational leader in teaching, accessing and applying research findings in the social, human and behavioral sciences. The 4-H Youth Development Agent takes a scholarly approach in organizing community resources in support of the inclusive positive development of youth, especially in the areas of leadership and civic engagement.

**INITIAL POSITION FOCUS:**

The St. Croix County 4-H Youth Development Agent will initially focus on strengthening and expanding positive youth development and life skill development within St. Croix County. A needs assessment and community visioning session will help focus the position on identified needs and interests of county individuals, businesses, organizations and communities.

**PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:**

- Design, deliver and teach culturally relevant community-based educational programs through a variety of methods
- Conduct and collect ongoing assessments of community educational needs
- Create a plan of work that integrates research and community needs
- Reach and engage diverse audiences in ways that are inclusive and do not discriminate to ensure full access to programs, facilities and educational services

- Conduct and report on program evaluations to improve program effectiveness and demonstrate value to programmatic and funding partners
- Regularly prepare educational and promotional materials using appropriate technology
- Identify, recruit and develop volunteer leadership necessary to carry out the position's plan of work
- Write, publish and share articles, curricula and program designs
- Build, strengthen and sustain trust-based relationships to promote cooperative and respectful work environments
- Develop and maintain relationships with programmatic and funding partners in ways that effectively communicate Extension's value
- Collaborate with program-related community coalitions and partnerships
- Regularly consult with and report to Extension partners at the county and state levels to ensure accountability
- Develop and follow a professional development plan to ensure proficiency in priority content, current research and relevant competencies
- Be responsive to evolving position, program, office and organizational needs; perform adjusted or additional duties as requested
- Contribute leadership, as needed, to ensure effective Extension office operations
- Provide professional guidance and counsel to the 4-H community club program and to other program-related groups and organizations and ensure compliance with university, state and federal policies and laws [this bullet is unique to 4-H YD faculty position descriptions]

#### **WORKING CONDITIONS:**

- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Assume weekly travel throughout the county and occasional travel within the state
- Work evenings on a regular basis and occasionally on weekends, as needed, to meet local needs

#### **POSITION EXPECTATIONS:**

The 4-H Youth Development Agent aligns the work of this position with Cooperative Extension's purpose and vision in ways that contribute to supportive workplaces. Cooperative Extension's values of community, discovery, inclusiveness, relationships and respect guide the 4-H Youth Development Agent in achieving the position's primary outcomes.

The 4-H Youth Development Agent is expected to contribute to Cooperative Extension's scholarly environment as appropriate for the position. For instance, faculty are expected to be able to work independently—systematically identifying local issues and generating or synthesizing research that addresses local issues. Faculty are also expected to create original educational materials that address specific local needs and to meet professional standards within their discipline. Standards of scholarship excellence are expected to be maintained throughout the faculty member's Extension career, and are measured through regular peer review by members of the Department of Youth Development.

The 4-H Youth Development Agent actively participates in the shared governance and policy development of the institution, personally or through representatives, to ensure representation in matters affecting faculty.

The 4-H Youth Development Agent meets the position's reporting accountabilities and performance expectations in collaboration with the Northwest Regional Director (hiring authority), 4-H Youth Development State Program Office, St. Croix County Department Head(s), and the St. Croix County Administration.

#### **TO BE CONSIDERED ELIGIBLE FOR THIS POSITION, YOU MUST MEET ALL OF THE FOLLOWING MINIMUM QUALIFICATIONS:**

- Master's or other graduate degree with course work in educational principles, curriculum development, program evaluation and/or the cognitive and social development of youth and adults
- Demonstrated skills in planning, implementing or teaching educational programs
- Experience in youth related programs
- Experience (paid or volunteer) in working at a community level and partnering with others to address educational needs

- Knowledge and skills to effectively interact with people from diverse backgrounds including differences in culture, race, ethnicity, national origin, religion, socioeconomic status, age, gender, physical and cognitive ability, sexual orientation, and other aspects of human diversity

**BEST QUALIFIED APPLICANTS MAY DEMONSTRATE MANY OF THE FOLLOWING PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Master's degree with content expertise in a related field such as youth development, human behavior, education, or other related behavioral sciences
- A minimum of two years of professionally related experience with a focus on youth education, developing community partners or volunteer development
- Demonstrated educational program development skills including planning and implementing programs; evaluating learning experiences; and communicating program impact and value to stakeholders
- Demonstrated skills in interpreting, utilizing and applying evidence-based information and research findings
- Knowledge of adult learning principles
- Effective group facilitation skills
- Demonstrated educational program management skills including grant-writing, budget development, and fiscal resources management
- Successful experience developing volunteers and managing volunteer-delivered programs
- Experience developing effective partnerships or coalitions with community partners and local governments
- Successful volunteer or paid experience working with people from diverse backgrounds and experiences
- Demonstrated skills in building and maintaining professional work environments
- Strong interpersonal relationship and problem-solving skills in a team setting
- Effective communication and presentation skills using a variety of methods and technologies
- Ability to promote Cooperative Extension and its programs through various media and public relations strategies
- Knowledge of Cooperative Extension's legacy as part of the U.S. system of land-grant institutions, dedicated to service in the public good

**ORGANIZATIONAL COMPETENCIES:**

Individuals who demonstrate increasing capacity in the following organizational competencies, as indicated by the examples listed below, are likely to experience higher levels of success within their Cooperative Extension positions:

**LEADERSHIP**

Inspires respect and trust; Practices strategic, shared and ethical decision making; Clarifies expectations and accepts feedback; Shows personal responsibility and follow through on commitments; Adapts well to change or unexpected events in the work environment; Finds solutions; Is willing and motivated to learn.

**RELATIONSHIP-BUILDING**

Works in ways that support mutually beneficial partnerships, including being tactfully and diplomatically responsive to others and maintaining confidentiality; Understands group and team dynamics; Gives appropriate recognition to others; Chooses appropriate Extension roles in conflict situations; Manages interactions successfully through an awareness of one's emotions and those of others.

**INCLUSION**

Recognizes, understands and appreciates the culturally different ways in which others express themselves; Treats others with dignity, respect and consideration; Demonstrates active, intentional and ongoing engagement with diversity through programming and outreach efforts.

**COMMUNICATION**

Listens and seeks clarification; Adapts and varies communication to fit cultural contexts and circumstances; Demonstrates effective communication technology skills and presentation skills; Writes clearly and informatively; Possesses skills to strengthen others' understanding of Extension's value.

**POSITION DESCRIPTION CLARIFICATION:**

This position description is not intended to be comprehensive in nature given the changes in primary duties/essential job functions and position expectations that can occur over time in response to emerging and assessed community, program and organizational needs. Changes to this position description are subject to the approval of the Cooperative Extension Human Resource Development Office and those to whom the position is accountable.

#### **POSITION BENEFITS AND SALARY:**

State of Wisconsin benefits (<http://www.uwsa.edu/hr/benefits/newemp/orientwrs.pdf>), including retirement, vacation, sick leave, health insurance, and other insurances. Starting salary range commensurate with qualifications: \$45,000--\$55,000.

#### **EQUAL OPPORTUNITY:**

As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. ***We promote excellence through diversity and encourage all qualified individuals to apply.***

Materials will be made available in alternative format upon request. Please call 711 if you are hearing or speech impaired and need assistance. Direct inquiries concerning equal opportunity to: UW-Extension Office of Equity, Diversity and Inclusion; Room 501; 432 N. Lake Street; Madison, WI 53706.

#### **APPLICATION PROCEDURE AND DEADLINE:**

- 1) **APPLICATION DUE DATE:** To receive full consideration, application materials must be received by **November 11<sup>th</sup>, 2014** and include **all** of the following (WHEN UPLOADING DOCUMENTS, PDF FORMAT IS PREFERRED):
  - a. **COVER LETTER** (up to two pages) in which you summarize how your qualifications meet those of the position. Please note that your response will be evaluated not only for content but for written communication skills as well. You are encouraged to refer to formal education, training, professional work history, volunteer work, research and any related life experiences in your response. Please follow the guidelines below to ensure your cover letter is as complete a summary of your qualifications as possible:
    - Prepare a summary paragraph for each of the listed **MINIMUM QUALIFICATIONS**.
    - Include a paragraph that summarizes the **PREFERRED** knowledge, skills and abilities which you possess as particular strengths, beyond the minimum qualifications.
    - If an "Initial Position Focus" is specified on the first page of the position description, describe any relevant experience you have related to the "Initial Position Focus".
  - b. **PROFESSIONAL RESUME**, including related education, professional work history and volunteer experience.
  - c. **CONTACT INFORMATION FOR THREE (3) PROFESSIONAL WORK REFERENCES**, including at least one person who has been your immediate supervisor. For each reference, please indicate the nature of your professional relationship and include the person's title, e-mail address and telephone number.
  - d. **FINAL COLLEGE TRANSCRIPTS** for each of your degrees. Unofficial copies of final college transcripts are acceptable when applying for this position. Official final college transcripts are required upon hire.

Please upload only the materials requested above. Any documents, other than those requested, will be deleted from your application. Application materials that do not comply with these instructions are incomplete and will not be considered. Applications received after the application due date will be accepted through the conclusion of the initial application screening process.

- 2) The University will not reveal the identities of applicants who request confidentiality during the application process, unless or until they become “final” candidates. The identities of “final candidates” must be revealed upon receipt of valid public records requests. According to the Attorney General, “final candidates” under Wisconsin Law means the five candidates who are considered most qualified for the position. See Wis. Stat. Sec. 19.36(7)(a).
- 3) A criminal records review will be conducted prior to employment. Completed consent forms will be requested at the time of final interviews. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.
- 4) How to apply. Please submit application materials to Cooperative Extension Human Resource Development Office online using the URLs below. **Once you are in the Candidate Gateway, please make sure to click on the Advanced Search link and enter 10045 into the Job Opening ID field.**
  - a. Before you get started with the online application process, we recommend you preview the frequently asked questions (FAQs). To do so, please copy and paste the following URL into your browser. External applicants can also view the FAQs after accessing the online system by clicking on the "Help" link in the upper right corner.  
[https://helpdesk.wisc.edu/images/group61/21900/TAMFAQ\\_CandidateGateway.pdf](https://helpdesk.wisc.edu/images/group61/21900/TAMFAQ_CandidateGateway.pdf)
  - b. If you are applying as an applicant who is NOT currently employed by the University of Wisconsin System, please copy and paste the following URL into your browser:  
[https://www.careers.wisconsin.edu/psc/careers/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?SiteId=31](https://www.careers.wisconsin.edu/psc/careers/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?SiteId=31)
  - c. If you are applying as a current employee of the University of Wisconsin System, please copy and paste the following URL into your browser: [https://www.hrs.wisconsin.edu/psc/hrs-fd/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_EMP.HRS\\_CE.GBL?Page=HRS\\_CE\\_HM\\_POST&Action=U&HRS\\_PERSON\\_ID=100374](https://www.hrs.wisconsin.edu/psc/hrs-fd/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_CE.GBL?Page=HRS_CE_HM_POST&Action=U&HRS_PERSON_ID=100374)